

10 February 1961

MEMORANDUM FOR: Chief, Records Management Staff

SUBJECT : CS Administrative Records

1. In the course of our recent conversation you asked for a note on the subject of administrative records at field stations; their storage, disposition, retirement, et al.

2. On the score of quantity, we are now doing an analysis of our 1960 field inventory reports and should be able shortly to give you an idea of the total holdings of administrative papers overseas. I cannot say just how fine a breakdown we can provide.

3. Aside from this, we have thought about the matter, asked a few questions, and concluded that administrative paper as distinguished from operational support paper presents no great problems except at the few large stations where sheer volume is a factor. For the rest it would appear that headquarters (DDS) has a grip on the only type of records which matter (those legally defined as permanent) and that the field stations keep administrative paper for their own convenience. Nonetheless it would not be amiss to prepare a field instruction, somewhat in the form of a records schedule, which would specify with respect to all types of administrative paper exactly where office of record responsibility lies and define disposal terms. A good place to start on such a project would be the attached disposition guide which, to my mind, tends to confuse by mixing different categories of files together.

4. Actually I consider related problems here at headquarters to be more pressing. There is definite confusion as to office of record responsibility relative to Agency-personnel relationships which fall between the staff personnel and clearly agent categories. There is no clear distinction between paper representing administrative action in support of operations/projects and that representing administrative action on the machinery itself (staff, housekeeping, etc.). Division support staffs keep files of both types. Furthermore, despite the excellent records control schedules which grew out of the efforts of the [] Committee, I have some doubts as to the efficacy and completeness of the followup. In short, I imagine that these schedules have been, by now, largely forgotten.

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DD/P Records Management Officer

Attachment: